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ABSTRACT

This booklet is intended to aid local school district administrators by providing guidelines for implementing programs on school bus evacuation and safe riding practices. Included are general guidelines for developing and implementing classroom instruction in safe riding practices, detailed guidelines for familiarizing bus drivers and students with emergency procedures and for conducting a variety of bus evacuation drills, guidelines for developing appropriate local school board policies, information on state reimbursement for expenses incurred in bus safety programs, and guidelines for keeping adequate records on bus safety programs. (JG)

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Guidelines for Bus Evacuation

and Classroom Instruction in Safe Riding Practices

CALIFORNIA STATE DEPARTMENT OF EDUCATION □ Wilson Riles, Superintendent of Public Instruction, Sacramento, 1975

Guidelines for
Bus Evacuation
and Classroom Instruction in Safe Riding Practices

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Preface

A school bus is the safest means of transportation available. School transportation personnel have earned this safety record because of a sincere regard for the safety of their passengers. To maintain and improve this record, all efforts are made at state and federal levels to find ways to improve school bus safety standards.

Federal standards call for each state to implement programs on safe riding practices and bus evacuation. Section 14255 was added to Title 5 of the California Administrative Code to comply with this regulation.

> 14255. *Bus Evacuation. (A) At least twice during each school year, each pupil who is transported in a school bus shall receive appropriate classroom instruction in safe riding practices and shall participate in emergency bus evacuation drills.*
>
> *(B) Boards of Trustees shall adopt rules and regulations to enforce this Section.*

This regulation became effective July 1, 1974.

The purpose of this publication is to provide guidelines for consideration by local school administrative personnel to implement programs on safe riding practices and bus evacuation.

EDWIN H. HARPER
Deputy Superintendent
for Administration

JACK LIEBERMANN, Chief
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General Guidelines for Developing and Implementing Classroom Instruction for Safe Riding Practices

The primary function of any school district transportation system is to transport pupils in a safe and timely manner. Generally, no aspect of daily school operations is more reliant upon safety consciousness than the driving of a school bus. The school bus driver has responsibility for supervision of larger numbers of pupils than are found in the typical classroom, and he exercises this supervision in a mobile environment. He is subjected constantly to distraction, from both inside and outside the school bus he is operating; and the safety factor decreases in direct proportion to increases in these internal and external distractions. The driver is obligated to provide as safe a ride as possible, and his pupil passengers are obligated to provide a minimum of distractions to help ensure this safe ride.

California Administrative Code (CAC), Title 5, Education, Section 14255, states: "(a) at least twice during each school year, each pupil who is transported in a school bus shall receive appropriate classroom instruction in safe riding practices and shall participate in emergency bus evacuation drills."

The person best suited to give such instruction is probably the classroom teacher. Usually, a driver has neither the time nor the skills needed to provide this training. However, when practical, drivers should work with teachers in setting up the course of study.

A program in safe bus riding practices is needed because of accidents caused by students who do not understand their responsibilities as bus passengers.

Course work should be concentrated at the elementary level; then, when the students reach the secondary level, they have had basic training on how to ride a bus safely and need only be reminded of their responsibilities as passengers.

Each student should receive such instruction whether or not he is a regular bus rider, because each student, sometime during his school life, will ride a bus.

California Administrative Code, Title 5, Education, Section 14255(a) suggests a two-part program: one part emphasizes safe riding practices, and the other part involves bus evacuation procedures.

Following are suggestions for implementing the safe riding portion of the regulation:

1. A committee should be appointed to develop the overall program of instruction. The committee should include the following persons: building principal, classroom teachers representing the various grade levels, transportation personnel, and a California Highway Patrol school bus safety officer.
2. The overall program should reflect consideration of the following:
   a. Instructional materials developed should be appropriate to the grade level for which they are intended (e.g., kindergarten through grade three, grades four through six, grades seven and eight, and grades nine through twelve).
   b. Instruction should be concentrated at the elementary grade levels.
   c. The length of the instructional presentation should be appropriate to the attention span of the children at the grade level for which the presentation is intended.
   d. Instruction should be given during the first few weeks of the school year and again in the spring, just before field-trip activities begin.
   e. The persons who will be presenting the material should be identified: classroom teachers, transportation personnel, or both.
   f. Instructional methods to be used in the program should be identified (e.g., a series of slides covering each step of the program, along with a commentary for the instructor; videotape presentations; flip charts; printed materials; a safety booklet to be assembled and reviewed with the students; and so forth).

g. Additional safety measures may be needed during adverse weather or road conditions.

3. Filmed and printed materials developed for the program might include the following:
   a. A brief history of the district's transportation department (number and types of buses operated, miles traveled per day and per year, safety records, and so forth)
   b. How a driver prepares his bus before each run for the students' safety
   c. Bus driver training requirements
   d. General behavior for bus passengers:

      Be at the bus stop on time.
      Form lines facing the direction from which the bus will approach the bus stop.
      Wait back at least six feet until the bus has come to a complete stop and the front door has opened.
      Do not push or shove while boarding the bus.
      Use the hand rails.
      Take a seat as directed by the driver.
      Always face forward in the seat.
      Stay seated while the bus is in motion.
      Do not open windows unless the driver has given his permission.
      Do not put hands, feet, or head out of the windows of the bus.
      Remain silent at all railroad grade crossings.
      Remain seated until the bus comes to a complete stop and the door has been opened.
      Get off of the bus only at the designated stop.
      Observe safety procedures while crossing the street at the bus stop.
      Go directly home after getting off of the bus.
      Do not talk to strangers, and do not accept rides from strangers.

4. At the junior high and high school levels, the programs could be approached in the following manner:
   a. Prepare printed material on safe-riding practices for the students to read.
   b. Develop a program for an assembly presentation.
   c. Develop a program for regular classroom instruction.
   d. Have the bus driver review instructions with the students when they arrive at their schools.

Programs developed for upper grades should stress the responsibilities of bus riders with regard to student behavior. Student cooperation will alleviate distractions, which will help in the prevention of accidents.

Guidelines for Developing and Implementing a Bus Evacuation Program

The purpose of this publication is to provide guidelines for districts in implementing a bus evacuation program.

The purpose of conducting an evacuation drill is to familiarize both the bus driver and the students with a procedure to follow in the event of an emergency. On only a few occasions have school buses had to be evacuated; however, if it becomes necessary to evacuate the bus, each student must know what to do.

By law all buses operating in California must provide at least two methods or routes of escape. With proper training, each child will know each route and how to operate each emergency door.

Training should be concentrated at the elementary school level. If elementary students are properly trained, then all that is necessary for secondary pupils is a review of the procedures.

The new regulation states that at least twice during each school year every pupil who is transported in a school bus shall participate in emergency bus evacuation drills. All elementary level students, whether they are regular bus riders or not, should be included in the training. They may not be regular bus passengers, but they may be passengers on field trips or other special school activities. The degree to which each student participates in the evacuation drills is left to the discretion of each school administrator.

The first training session should be conducted during the first few weeks of school and the second session in the spring, just before the beginning of field trip activities.

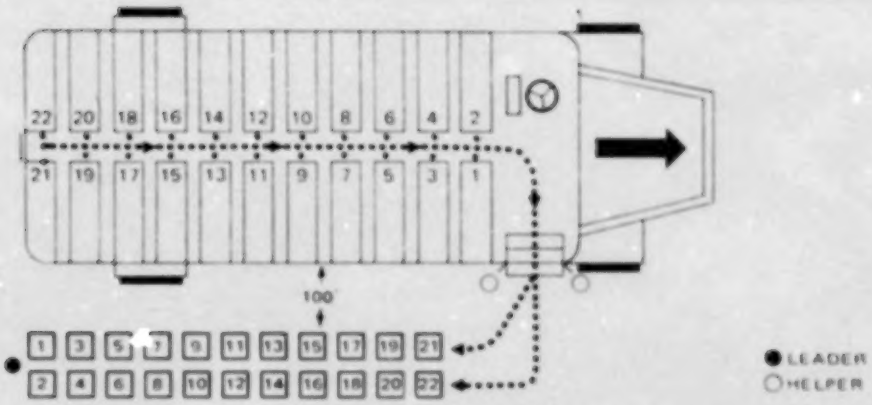
The evacuation requirements of the regulation may be met in various ways. Consideration should be given to the development of programs appropriate to each grade level. The programs should also be appropriate to the local transportation situation.

1. Districts may want to develop a series of slides or videotapes to be used in the classroom, showing step-by-step the evacuation procedure, and then conduct an actual evacuation drill with each student participating.
2. Districts may elect to present the slide series or videotape in the classroom and then conduct an actual evacuation drill, using only a few of the older students to demonstrate for the others.

Either one of the above plans will meet the requirements of the new regulation.

Following are suggested drill patterns that can be used. Detailed instructions for the drivers are included.

Front Door Evacuation



Special equipment needed — None
Personnel needed — Three (one leader and two helpers)
Student participation — All students

Appoint two helpers, one for each side of the door. These helpers will count students and assist them in getting off the bus.

Appoint one student to lead the other students to a point 100 feet or 40 paces from the bus.

Driver's instructions:

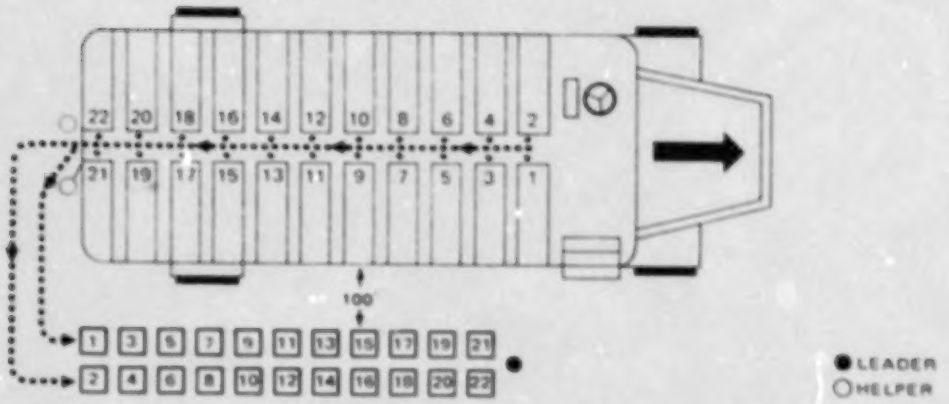
1. Stop the bus in a preselected location on the school grounds.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. Stand, open the front door, face the children, and get their attention.
6. Give the command: "Front Door Emergency Evacuation Drill—Remain Seated."
7. Direct the two helpers to their places beside the front door.
8. Stand between the first occupied seats, facing the front of the bus.
9. Starting with the right-hand seat, ask the leader to lead all students 100 feet or 40 paces from the bus, and instruct the other occupants of the right seat to follow. WARN ALL STUDENTS: "Walk — do not run — use hand rails."
10. Hold your hand before the occupants of the left-hand seat in a restraining gesture.
11. When the pupils in the right-hand seat have moved forward enough to clear the aisle, dismiss the occupants of the left-hand seat.
12. Continue the evacuation procedure as described, right and left seats alternately, until the bus is empty.
13. When the last seat is empty, walk to the front of the bus, and check to ensure that everyone is out.

After the driver leaves the bus, he should take his two helpers and join the other students.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Rear Floor-level Door Evacuation



Special equipment needed — One 4' x 6', or larger, gym mat or other suitable material, placed on the ground at the rear door

Personnel needed — Three (one leader and two assistants)

Appoint two assistants, one for each side (outside) of the emergency door.

Assistants stand on each side of the exit door with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands.

Appoint one student to be the first one out and to lead the students 100 feet or 40 paces from the bus.

These three students are to be seated in the left rear seat.

Driver's instructions:

1. Stop the bus in a preselected location on the school grounds away from traffic. Note: Be sure that ample adult supervision is at this location before drills are held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mat is placed on the ground in the center of the rear emergency door.
6. Stand, face the children, and get their attention.
7. Give the command: "Rear Door Emergency Evacuation Drill—Remain Seated."
8. Walk to the rear of the bus, and face the rear door.
9. Use the left hand to restrain occupants of the right rear seat.
10. Ask the first assistant to open the emergency door, drop the safety chain, jump out, and take his position.
11. Have the second assistant jump out and take his position.
12. Have the leader stand in the doorway to lead the rest of the students off the bus to a position 100 feet or 40 paces from the bus.
13. Before the leader jumps, turn around, face the front of the bus, and explain in what rotation (starting with the right rear seat, then left, right, and so on) the students are to leave their seats, reminding them to remain seated until it is their turn to move.
14. Face the doorway and move between the left rear seats to clear the aisle. Command the leader to assume a semi-squat position, reach out and place his hand on top of the assistants' hands, and hop out; then go to his position away from the bus.
15. Tell the students seated in the right rear seat to leave the bus, then call for the students in the next left seat to leave; then the next right seat, until the bus is empty.
16. Keep control at the rear door to prevent any shoving or pushing. Make sure each student has plenty of room to assume a semi-squat position before jumping. Make sure that each student who has jumped has cleared the mat before allowing the next one to jump.
17. When the last student has jumped, walk to the front of the bus and check to ensure that everyone is out.
18. Go out the front door and join the waiting students.

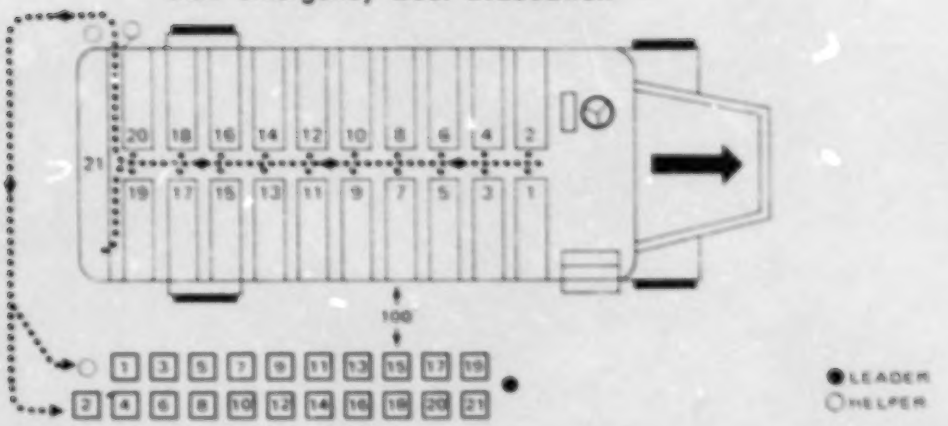
NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

DO NOT USE REAR EMERGENCY WINDOWS FOR ANY DRILLS.

Side Emergency Door Evacuation



Special equipment needed–One 4' x 6' gym mat or other suitable material placed on the ground at the left side emergency door

Personnel needed–Three (one leader and two assistants)

Student participation–All students

Appoint two older students–one for each side of the emergency door. Assistants stand on each side of the exit door with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands. Appoint one student to lead the other students to a point 100 feet or 40 paces from the bus.

The two assistants and the leader should be seated next to the side emergency door.

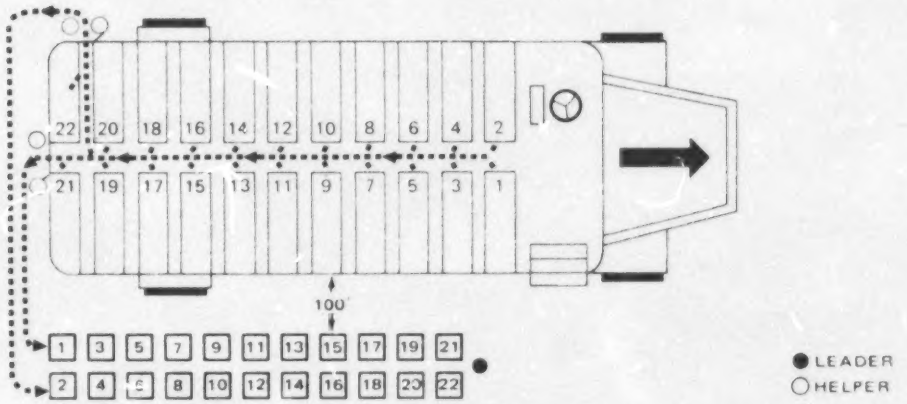
Driver's instructions:

1. Stop the bus in the preselected location on the school grounds, away from traffic. Note: Be sure ample adult supervision is at the location before the drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mat is in place on the ground at the center of the side emergency door.
6. Stand, face the children, and get their attention.
7. Give the command: "Side Emergency Door Evacuation Drill–Remain Seated."
8. Walk to the emergency door.
9. Ask assistant number one to open the emergency door, drop the safety chain, and jump out to take his position.
10. Ask assistant number two to jump out and take his position.
11. Ask the leader to jump out and lead the other students 100 feet or 40 paces from the bus.
12. Face the rear of the bus and ask students seated in the first right seat to leave, then left, then right, until all students have left.
13. Face the front of the bus, and ask students in the first left seat forward of the emergency door to leave; then right, then left, until the bus is empty.
14. See that all students remain seated until it is their turn to leave. Stay near the emergency door to space students so that each student has cleared the mat before allowing the next student to jump.
15. Check all seats to see that everyone is out, and leave through the emergency door in the same manner as the students and join the waiting students.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done. NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Left and Rear Floor-level Doors Evacuation



Special equipment needed – Two 4′ x 6′ gym mats or other suitable material placed on the ground, one at rear door, one at side door

Personnel needed – Five (one leader and four assistants)

Student participation – All students

Appoint four older students, one for each side of the left emergency door; one for each side of the rear emergency door. Assistants stand on each side of the exit door with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands.

Appoint one student to lead the other students 100 feet or 40 paces from the bus.

These five students should be seated next to the emergency doors before the drill.

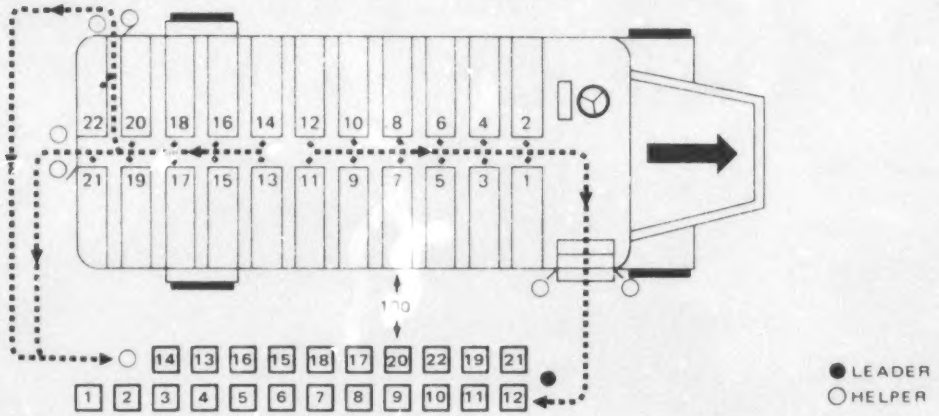
Driver's instructions

1. Stop the bus in the preselected location on the school grounds away from traffic. NOTE: Be sure that ample adult supervision is at the location before the drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mats are in place on the ground in the center of the rear and side emergency doors.
6. Stand, face the children, and get their attention.
7. Give the Command: "Left and Rear Door Emergency Evacuation Drill–Remain Seated."
8. Walk to the rear row of seats and face the rear door.
9. Ask one assistant to open the rear door, drop the safety chain, and jump out to take his position. Ask the second assistant to take his position.
10. Turn, face the left-side emergency door, and ask the third assistant to open the emergency door, drop the safety chain, and jump out to take his position. Ask the fourth assistant to take his position.
11. Ask the leader to take his position in the rear doorway.
12. Face the front of the bus and explain to the children in what order they are to leave their seats, reminding them to remain seated until it is their turn to move.
13. Start the evacuation with the right rear seat, then left rear seat, then right, then left, until the bus is empty. All students seated on the right side of the bus leave through the rear door; all students seated on the left leave through the left rear door.
14. Ask the leader to assume a semi-squat position, reach out and place his hands on the two assistants' hands, hop out, and take his position 100 feet or 40 paces from the bus.
15. Ask the students in the first right rear seat to leave through the rear door. Ask the students in the first left rear seat to leave through left rear door, and so on.
16. Stand in a position to control both doors to prevent pushing and shoving, allowing ample room for each student to assume a semi-squat position before jumping.
17. This can be done by having the first student go out the rear door and the next student go out the left rear door–then rear, then left, spaced to allow each student who has jumped ample time to clear the mats before the next person jumps.
18. Walk to the front of the bus, and check to ensure that everyone is out. Leave through the front door, and join the waiting students. The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Rear, Side, and Front Floor-level Doors Evacuation



Special equipment needed–Two 4′ x 6′ gym mats or other suitable material placed on the ground–one at the rear door and one at the side door
Personnel needed–Seven (one leader and six assistants)
Student participation–All students

Appoint six older students, one for each side of the front door, the rear emergency door, and the left side emergency door. Assistants stand on each side of the exit doors with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands.
Appoint one leader to leave by the front door to lead the other students 100 feet or 40 paces from the bus.
Two assistants should be seated near the rear emergency door, two by the left emergency door, and two assistants and the leader in the right front seat by the front entrance door.

Driver's instructions:

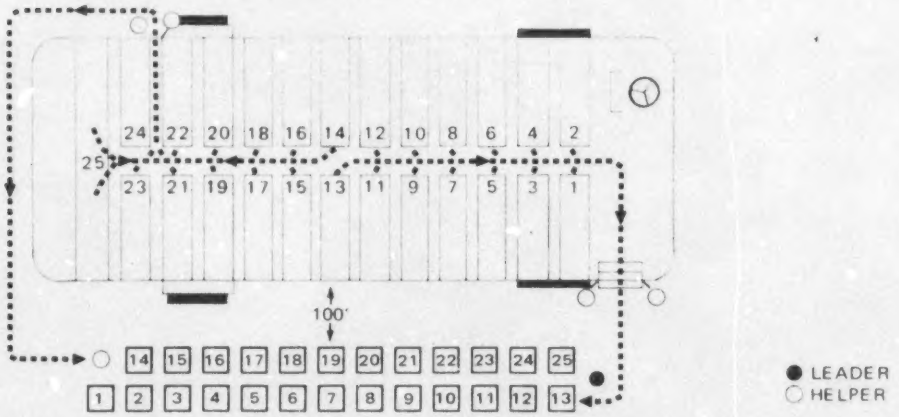
1. Stop the bus in the preselected location on the school grounds away from traffic.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that gym mats are placed on the ground in the center of the rear and side emergency doors.
6. Stand, face the children, and get their attention. Open the front door.
7. Give the command: "Rear, Side, and Front Door Emergency Evacuation Drill! Remain Seated."
8. Ask the front first and second assistants to take their positions outside the front entrance door.
9. Walk to the rear door and ask assistant number three to open the rear emergency door, drop the safety chain, and jump out to take his position. Ask assistant number four to jump and take his position.
10. Face left rear emergency door. Ask assistant number five to open the door, drop the safety chain, and jump out to take his position. Ask assistant number six to take his position.
11. Walk to the front of the bus. Ask the leader to leave through the front door and take his position 100 feet or 40 paces from the bus. Start with the left front seat and ask those students to leave through the front door, then seat number three, then four, then five. Back down the aisle, releasing students from seats on alternate sides of the bus, until the center of the bus is reached. Ask the rest of the students to stay seated. Walk back to the left side emergency door. Starting at the rear of the bus, ask all remaining students seated on the left side to leave by the left side emergency door. Stand at the left door to control the students and space their jumps so that each student has cleared the mat before allowing the next student to jump.
12. After the students on the left side of the bus have left the bus, turn to the rear door and ask the student closest to the rear door to leave. All remaining students are to leave through the rear emergency door. Again, see that each student has cleared the mat before allowing the following students to jump. Walk to the front, and check to ensure that everyone has left the bus. Exit through the front door, and go to the waiting students.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Front and Side Floor-level Doors Evacuation



Special equipment needed–One 4′ x 6′ gym mat or other suitable material placed on the ground at left side emergency door.
Personnel needed–Five (one leader and four assistants)
Student participation–All students

Appoint four older students–one for each side of the front entrance door and one for each side of the left emergency door. Assistants stand on each side of the exit doors with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands.
Appoint one leader to leave by the front door to lead others 100 feet or 40 paces from the bus.
The leader and front-door assistants should be seated in the right front seat. Assistants three and four should be seated next to the side emergency door.

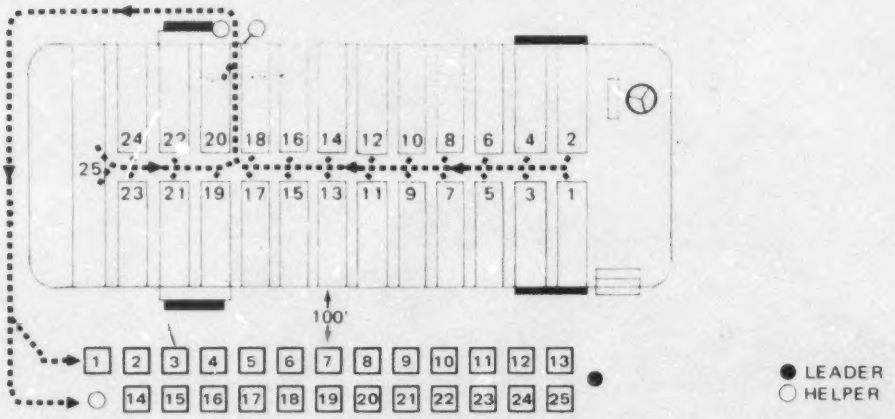
Driver's instructions:

1. Stop the bus in the preselected location on the school grounds away from traffic. NOTE: Be sure ample adult supervision is at the location before drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mats are placed on the ground in the center of the side emergency door.
6. Stand, face the children, and get their attention.
7. Give the command: "Front and Side Door Emergency Evacuation Drill–Remain Seated."
8. Stand between the first two seats and ask assistant number one to open the front door (using the emergency release, if so equipped). Ask assistants one and two to take their positions outside, one on each side of the front door.
9. Ask the leader to take his position 100 feet or 40 paces from the bus.
10. Release the students in the left front seat, step back and release the students in the next right hand seat, then left, and so on, until the center is reached.
11. Ask the rest of the students to remain seated.
12. Walk back to the left emergency door. Ask assistant number three to open the emergency door, drop the safety chain, and jump to the ground.
13. Ask assistant number four to jump out and take his position.
14. Ask students seated behind the emergency door to leave first, in proper rotation, right-left-right.
15. As soon as the rear seats are empty, ask students seated forward of the emergency door to leave, starting with the right seat, then left, and so on, until all students are out. NOTE: Be sure all students stay seated until their turn to leave. Stay near the side emergency door to ensure that each student clears the mat before allowing the next student to jump.
16. Check each seat to ensure that everyone is out, and leave by the front door to join the waiting students.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.
NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

Left Rear Floor-level Emergency Door Evacuation



Special equipment needed – One 4′ x 6′ gym mat or other suitable material placed on the ground at the left rear door

Personnel needed – Three (One leader and two assistants)

Student participation – All students

Appoint two older students, one for each side (outside) of the left emergency door.

Assistants stand on each side of the exit door with one hand held at shoulder height, palms up. Students leaving the bus place their hands on those of the assistants for support in jumping to the ground. Assistants DO NOT grasp the jumpers' hands.

Appoint one older student to lead the rest of the students to a place 100 feet or 40 paces from the bus.

The two assistants and the leader should be seated in the seat next to the emergency door.

Driver's instructions:

1. Stop the bus in the preselected location on the school grounds away from traffic. NOTE: Be sure ample adult supervision is at this location before drill is held.
2. Shut off the engine, and secure the parking brake.
3. Place the transmission in first or reverse gear.
4. Remove the ignition key.
5. See that the gym mats are in place on the ground in the center of the left rear emergency door.
6. Stand, face the children, and get their attention.
7. Give the command: "Left Rear Emergency Evacuation Drill–Remain Seated."
8. Walk to the left rear seat and face the front of the bus.
9. Ask one assistant to open the emergency door, drop the safety chain, jump out, and take his position.
10. Have the second assistant jump out and take his position.
11. Ask the leader to stand at the emergency door.
12. Explain to the students in what order they are to leave their seats (starting with the right rear or divan seat, the left, then right, and so on), until the bus is empty. Remind students to remain seated until it is their turn to move.
13. Ask the leader to assume a semi-squat position, reach out and place his hand on the hand of the assistants, hop out, and go to his position 100 feet or 40 paces away from the bus.
14. Remain near the emergency door to control students leaving the bus and to prevent shoving or pushing. See that each student assumes a semi-squat position before jumping.
15. Make sure that each student who has jumped clears the mat on the ground before allowing the next student to jump.
16. After the last student leaves the bus, walk to the front of the bus, and check to ensure that everyone is out.
17. Go out the front door and join the waiting students.

NOTE: Every precaution must be taken during the drill to prevent injury. If a student does not want to jump because of illness or physical condition (e.g., overweight) or for any other valid reason, he should not be forced to jump. That student should leave the bus with the driver through the front door and join the other students when the drill is completed.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done.

DO NOT USE EMERGENCY EXIT WINDOWS FOR ANY DRILLS.

School Board Policies

The adoption of school board policies related to classroom instruction and bus evacuation is mandated by California Administrative Code, Title 5, Education, Section 14255(b). The following information should be included in the rules and regulations adopted by the school district board of trustees:

1. Staff members who will be responsible for carrying out the program
2. Adult supervision that will be necessary during the evacuation drills
3. The degree of student participation at each grade level
4. Method of instruction
5. Policy distribution to parents

Cost of Development and Implementation of Safe Riding Practices and Bus Evacuation Programs

Any cost involved in the development and implementation of these programs is a justifiable expense and can be reported for reimbursement on the annual transportation report, Form J-141. Other expenses for which districts may claim reimbursement are:

1. Extra mileage incurred by having a bus or buses visit school sites
2. Additional wages paid to a driver outside of his regular working hours
3. Materials used for the development of programs

Required Records

Each school district shall keep records related to activities conducted under the provisions of California Administrative Code, Title 5, Education, Section 14255. The following information should be recorded:

1. School district name
2. Location (school campus)
3. Date drill was conducted
4. Supervisor(s)
5. Time consumed during actual drill
6. Number of students involved
7. Grade level or levels
8. How many doors used—side, front, rear
9. Bus driver's name and bus number
10. Remarks

Records of bus evacuation drills should be kept on file for three years. Such records are subject to inspection by the California Highway Patrol or State Department of Education.

Summary

Accidents do happen. When they do, it is too late to begin teaching an emergency procedure. The instruction given to the students on safe riding practices may help prevent them from being injured or killed when riding a bus or crossing a street.

With regard to the bus-evacuation portion of this publication, the purpose is not to see how fast a bus can be evacuated, but to teach the drivers and students *how* to evacuate a bus in the *safest* manner and in the shortest possible time.

Except in the case of a school bus being upset or on its side, the plan will help to prevent panic and injury to those involved.

The main purpose of this publication is to provide guidelines for instruction of students at all grade levels on their responsibility as bus passengers, including information about all escape routes, where they are and how each one works, and the proper procedure for leaving the bus in an emergency.

District and school personnel may reproduce this publication if they so desire.

Questions relating to safe bus riding practices and bus evacuation procedures should be directed to Stanley McDougall or Fred Sowash, State Department of Education, Bureau of Management Services, 721 Capitol Mall, Sacramento, 95814 (telephone 916-322-2470).

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